

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1110.104C

12/8/95

**SUBJ: Airway Facilities Supervisors' Committee (AFSUPCOM)**

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1. PURPOSE. This order defines criteria for the establishment, function, and organization of an AFSUPCOM at the regional and national levels. All AFSUPCOM's shall be established in accordance with the provisions of this order.
2. DISTRIBUTION. This order is distributed to division level within the Airway Facilities Service in Washington; to the branch level in the regional Airway Facilities divisions; and to all Airway Facilities field offices with a standard distribution.
3. CANCELLATION. Order 1110.104B, Airway Facilities Supervisors' Committee (AFSUPCOM), dated September 16, 1993, is canceled.
4. BACKGROUND. Communication between field management personnel and key headquarters managers is beneficial and essential in maintaining effective management of our daily Airway Facilities (AF) operations. AFSUPCOM is designed to represent concerns of field managers as a group. This communication line is not meant to replace or circumvent the normal chain of command. Field supervisors and management officials, based upon their constant exposure to actual operating conditions, are able to provide headquarters and regional offices with a vast resource of expertise to work on resolving issues.
5. EXPLANATION OF CHANGES. This revision changes the assignment and responsibilities of the AFSUPCOM national chairperson and assigns an additional responsibility to the regional AFSUPCOM coordinator. The regional AFSUPCOM portion was revised to clarify the overall structure and responsibilities of the members.
6. RESPONSIBILITIES. AFSUPCOM shall serve as a resource for AF field supervisors and managers to identify and elevate operational and work force issues to top level management. The committee shall participate in actions and efforts to resolve these issues. The committee shall provide a supplemental forum for effective dialogue between supervisors and regional and headquarters managers. The committee's actions will complement the standard chain of command; i.e., division managers' conferences, supervisory staff meetings, and normal day-to-day management discussions.
7. COMMITTEE ORGANIZATION. AFSUPCOM shall be established at the regional and national levels and consist of field supervisors and managers, hereafter referred to as AFSUPCOM representatives. System Management Offices shall elect representatives to serve on the regional AFSUPCOM.

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Initiated By: AFZ-300

8. REGIONAL AFSUPCOM. Each AF regional division is required to establish a regional AFSUPCOM.

a. Membership. The regional AFSUPCOM shall consist of AFSUPCOM representatives from the region as follows:

(1) AF System Management Offices (SMO). Each SMO must have at least one and no more than four elected representatives for the regional AFSUPCOM. The actual number of representatives per SMO is to be determined mutually by the regional AFSUPCOM executive committee and the regional AF division manager. The following guidelines should be followed for SMO representatives:

(a) One member representing SMO staff managers.

(b) The remaining members representing SSC and/or units, or in the case of air route traffic control centers (ARTCC), units and/or watches.

(2) AF Regional Office. The following paragraphs allow the regional AFSUPCOM flexibility while retaining the basic purpose of the AFSUPCOM as representing AF field supervisors and managers. At the regional AFSUPCOM's option, a maximum of three members may be elected to represent:

(a) Regional branch/staff first-level supervisors.

(b) F&E field supervisors: One to represent the field electronics installation supervisors and/or one to represent plants and structures field installation supervisors.

(c) Field maintenance program (FMP) and other field functions: composition and numbers of representatives to be determined by the regional AFSUPCOM.

(d) Regional office members may not be elected to a regional executive committee. A member of the AFSUPCOM executive committee who transfers to a regional office position may continue to fill his/her term on the committee.

b. Elections.

(1) Annual Representative Elections. Elections are held annually for a portion of the committee members. Each year, all SMO field supervisors/managers (and where applicable, regional office supervisors/managers) shall elect one of the AFSUPCOM representative for a 4-year term by February 1. All representatives must currently be in supervisory or management positions. Representatives may serve only one concurrent 4-year term. This method of staggering the terms will provide continuity within the committee.

(2) Special Election. If an AFSUPCOM representative is unable to fulfill the full term (i.e., resignation, transfer to another SMO, change to a non management position, etc.) a special election must be held to elect a new AFSUPCOM representative to complete the term. The election should

take place as soon as it is known the representative will no longer be able to continue AFSUPCOM activities. The special-elected representative will be permitted to serve an additional full 4-year term if elected to a term of less than 4 years.

c. Meetings.

(1) The regional AFSUPCOM shall meet at least once each year but not more than twice per year, as necessary, and will be given sufficient time to resolve agenda items.

(2) The regional AF division manager shall meet with the regional AFSUPCOM sometime during the AFSUPCOM meeting.

(3) Periodic TELECONS will be conducted as needed.

d. Regional AFSUPCOM Executive Committee. Each region shall establish a regional AFSUPCOM executive committee comprised of a chairperson, vice-chairperson, committee member, and past chairperson. The purpose of the executive committee will be to provide better continuity and to provide year-round closure on regional action items. The regional executive committee will be responsible for:

(1) Working with regional specialists in finding solutions to identified regional issues.

(2) Tracking the action items.

(3) Providing periodic progress feedback reports to the regional AFSUPCOM members and to the regional AF division manager.

(4) Meeting no more than quarterly but at least semi-annually with the regional AF division manager to provide updates on current issues and to receive current information on policy changes and direction.

e. Elections. A regional AFSUPCOM vice-chairperson and a committee member may be elected at the regional annual meeting by the regional representative to provide continuity to the AFSUPCOM's effort. The vice-chairperson shall assist the chairperson and ascend to that position when the regional annual meeting adjourns. At the option of the regional AFSUPCOM executive committee, elections and membership to the regional executive committee can follow the procedures of the national AFSUPCOM executive committee as described in this order.

f. Regional Chairperson. The regional chairperson shall:

(1) Initiate action to ensure receipt of all issues to be discussed at regional AFSUPCOM meetings 30 days prior to the scheduled meeting date.

(2) Provide the regional AF division manager with an agenda of items to be discussed at the regional meetings at least 10 days prior to the meeting.

(3) Chair and preside over the regional meeting.

(4) Within 30 days of the annual regional meeting's adjournment, provide the regional AF division and SMO managers with a copy of all regional agenda and action items and issues submitted to the national committee for consideration at the annual national meeting.

(5) Forward the regional committee concerns to the national AFSUPCOM chairperson within 30 days following regional sessions.

(6) Establish effective communication with the regional AF division manager on issues, concerns, and questions of the regional AFSUPCOM.

(7) Coordinate with the AFSUPCOM national chairperson on problems, questions, or issues of national significance.

(8) Ensure that all field supervisors/managers who submit recommendations are provided status reports through the appropriate AFSUPCOM member at the earliest time.

(9) Represent the regional AFSUPCOM at the national meeting. The regional chairperson shall be the only voting representative at national meetings.

(10) Provide information to new supervisors about SUPCOM.

g. Regional Vice-Chairperson. The regional vice-chairperson shall:

(1) Assist the chairperson in the execution of all duties as required.

(2) Assume the position of chairperson:

(a) At the end of the chairperson's term.

(b) Should the chairperson become disqualified; i.e., resign, retire, transfer to another region, etc., to serve under the conditions of this order.

(c) When the chair is vacated even if the elected representative term expires while serving as vice-chairperson.

(3) Attend the annual national committee meeting as a nonvoting member and shall be a voting member in the absence of the regional chairperson.

h. Regional AFSUPCOM Executive Committee Member. In the event the vice-chairperson ascends to the unexpired term of the chairperson, the executive committee member shall become the vice-chairperson.

i. Regional Committee Representatives. Regional committee members shall:

(1) Solicit comments and suggestions from their assigned supervisors.

(2) Respond, through the regional chairperson, to correspondence or inquiries.

(3) Evaluate recommendations received from any source and submit to the regional chairperson for subsequent review, consideration, and action.

(4) Submit no more than two national issues per category; i.e., administrative, technical, training, and staffing.

j. Regional AF Division. The division manager shall designate a regional specialist to serve as AFSUPCOM coordinator. The coordinator shall:

(1) serve as counsel to the regional chairperson on matters requiring assistance at the regional level.

(2) Ensure the SMOs and regional office elect AFSUPCOM representatives and allow them to participate as required.

(3) Serve as a resource for the committee's logistical needs; i.e., meeting arrangements, supplies, hotel information, etc.

(4) Arrange, within 45 days of the annual regional meeting, for the regional executive committee to meet with the division manager and/or appropriate regional specialist to find solutions to identified regional issues.

(5) Notify the national AFSUPCOM chairperson of the date of the regional meeting 45 days prior.

k. Regional Budget Responsibility. Regional AFSUPCOM representatives' travel and related costs for regionally conducted meetings, and for regional executive committee travel, are the budget responsibility of each region.

9. NATIONAL AFSUPCOM.

a. Membership. The national AFSUPCOM shall be comprised of the chairperson and vice-chairperson from each region and the national AFSUPCOM executive committee.

(1) Voting Members. The regional chairpersons and the executive committee (except the national chair) are the voting members at national meetings. The national chairperson may vote only to break a tie.

(2) Nonvoting Members. The regional vice-chairperson is a nonvoting member of the national AFSUPCOM. The regional vice-chairperson when attending the national meeting in lieu of the regional chairperson will be that region's voting member.

b. Elections. National committee members shall elect an executive committee member annually. To provide continuity at the national level, the national vice-chairperson will ascend to the chairperson's position, and the executive committee member will ascend to the vice-chairperson's position when the annual meeting is adjourned. The newly-elected executive committee member will be expected to serve 1 year at each level.

c. Meetings. The national AFSUPCOM shall meet at least once each year but not more than twice per year for sufficient time to resolve agenda items. The national committee will meet at least once annually with the Director of Airway Facilities, AAF-1, and the Program Director for Resource Management, AFZ-1.

d. National committee members shall:

(1) Evaluate regional submissions, formulate national proposals, and present to service and directorate levels.

(2) Represent their region at the national meeting.

(3) Participate in work groups, subcommittees, and/or other appropriate activities to resolve national concerns.

e. National AFSUPCOM Executive Committee. The national executive committee shall be comprised of the past national chairperson, current national chairperson, national vice-chairperson, and member. Should a national officer find it necessary to resign his/her office, the next officer in line will assume that position. If the past national chairperson's position is vacated, the position will not be backfilled.

f. Responsibilities. The national executive committee will have the same responsibilities at the national level as identified for the officers and committees at the regional level. Additionally:

(1) The national executive committee shall meet 45 days prior to all national meetings to:

(a) Review regional agenda items; such as, editing, formatting, and organizing submissions as necessary to finalize national agenda.

(b) Retain the original regional items for discussion purposes should the need arise.

(c) Establish the meeting's procedures and agenda.

(d) Distribute the agenda and meeting information to the regional chairpersons 15 days prior to the scheduled national meeting.

(2) The national executive committee will establish subcommittees, as necessary, to track and resolve issues within their assigned subject matter area. Each subcommittee will be chaired by one of the executive committee members. The executive committee member will:

(a) Provide guidance to the work groups to ensure the national proposals are clearly stated, have been objectively evaluated, historical background is provided, alternative solutions are identified, and recommendations are realistic and achievable.

(b) Be responsible for tracking the action items assigned to their subcommittee to ensure closure of the action items.

(c) Provide input to the national chairperson on the subcommittee's efforts for the periodic progress reports.

(3) Meet no more than quarterly but at least annually with AAF-1 for updating current issues.

g. Detail Assignment. The national chairperson will be a documented full-time detail for a period of 1 year. This position will be located in Washington headquarters or in the field at a location which is within the incumbent's local commuting area (subject to budgetary and personal considerations). The incumbent will serve under the general administrative and technical supervision of the Manager, Human Resources Division, AFZ-300. The incumbent, however, also maintains direct communications with regional AF division managers and other key headquarters executives and representatives in program execution matters.

h. National Chairperson. The national chairperson shall:

(1) Serve as a focal point for regional AFSUPCOM chairpersons to identify and elevate operational and work force issues to headquarters.

(2) Act as an advisor to provide a field level perspective to all elements of AF and the FAA (e.g., strategic planning, work effectiveness, job task analysis (JTA), ATSS course validation, etc.).

(3) Chair the AFSUPCOM national meeting and TELECONS. Ensures periodic status updates on open action items are distributed to the national members for further distribution to the field supervisors.

(4) Represent the interests of AF field supervisors/managers by providing a field level perspective at national level meetings and TELECONS (i.e., Employee Involvement National Joint Steering Committee meetings, division manager's meetings, etc.) and disseminates information to regional AFSUPCOM chairpersons for further distribution to the field supervisors.

(5) Conduct and participate in national level work groups, subcommittees, and/or other appropriate activities to resolve national issues (i.e., nationally conducted evaluations, academy evaluations, reviewing and providing feedback to draft orders, and serving on committees such as the AF Training Oversight Committee (AFTOC).

(6) Conduct special studies and surveys to validate field interests and issues (e.g., MMS, DOS based computers to emulate CBI terminals, recruitment and retention of first-level supervisors, national performance standards and technician course validation).

(7) Provide consultation to work groups to ensure the national proposals are clearly stated, have been objectively evaluated, historical background provided, alternative solutions are identified, and recommendations are realistic and achievable.

(8) Review new and proposed programs for facilities, equipment and training. Makes recommendations as to priority and suitability of implementation.

(9) Provide a vast network of current field supervisors to serve on national teams, review system and maintenance concepts, staffing allocations, new systems implementation plans, and process changes that will affect the field work force.

(10) Serve as the focal point for reviewing AFSUPCOM national agenda items; such as, editing, formatting, and organizing submissions as necessary to finalize national agenda.

(11) Evaluate AFSUPCOM regional submissions for committee work, formulates national proposals, and in conjunction with the national committee conducts briefings to appropriate offices.

(12) Assign actions and tasks to the appropriate subcommittee and/or regional unit on a continuing basis.

(13) Track the action items assigned to their subcommittee to ensure closure of the action items.

(14) Establish location for the national meetings in conjunction with Human Resources Management Division, AFZ-300.



(15) Ensure periodic status update reports are generated and distribute to the national members for further distribution to the field supervisors, and to AFZ-300.

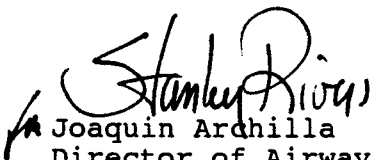
(16) Maintain liaison with the Air Traffic SUPCOM, national employee involvement coordinators, and the bargaining unit representative on issues of mutual concern.

10. HUMAN RESOURCES MANAGEMENT DIVISION, AFZ-300. AFZ-300 shall:

a. Manage, control, and support the AFSUPCOM program including maintaining committee records. National AFSUPCOM travel and associated costs for regional chairpersons and vice-chairpersons to attend the national meeting, and for national executive committee members' travel (annual meetings, quarterly meetings, work details, etc.) are the budget responsibility of AFZ-300.

b. Serve as the headquarters advocate and liaison for AFSUPCOM, ensuring that appropriate action is taken to prioritize and respond to committee issues.

c. Arrange for living and working quarters for the national sessions. Ensure that support needs are available during the course of the meetings.

  
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